

# Enrollment Procedure

Parents of Prospective Students:

We ask that you carefully follow the procedure outlined below as you prepare for the possibility of enrolling your students at Faith Community Christian School. Each step in the process must be completed before a final decision on enrollment will be made. You will be notified promptly of the final decision once the process has been completed.

The actual enrollment of students is approved after completion of the following:

1. The office has received the completed application form and a non-refundable \$100.00 (\$50.00 before April 30) application fee.
2. A pastor's reference form is not required, however we would like to have one on file. Someone in your church other than the pastor may fill out this form if that person is better acquainted with your family.
3. A family interview with the school Administrator has been completed. The interview will be arranged through the school office.
4. A final approval has been noted and an acceptance form filed with the application.

If you have further questions, please feel free to call the school office anytime between the hours of 7:30 a.m. and 4:00 p.m. Monday through Friday. After school hours, please leave a message on the school answering machine.